

Milestone Tracking Spreadsheet Instructions

This spreadsheet is developed to help the R6 DI team track milestones at Public Water Systems. It can be used to track milestones from sanitary surveys such as significant deficiencies, milestones from enforcement actions, milestones from exemptions, etc. A template is kept in the H:\6wq\Share2\WQ_SD\DI-PWSS\SanitarySurveys folder and individual spreadsheets are kept in subfolders corresponding to most recent water system sanitary survey. Even if the milestones are only for something other than a sanitary survey (such as an enforcement action), the convention will be to keep the spreadsheet in the subfolder for the most recent sanitary survey at the water system. Note the spreadsheet is protected (There is no password) and the only cells that can be changed are the yellow cells.

Spreadsheet Section	Instructions
PWS ID	Corresponds to the PWS ID of the Water System
System Name	The name of the Water System
Today's Date	Is automatically determined by the spreadsheet
Last Edit Date	is the date of the most recent updates to this milestone spreadsheet
Sanitary Survey Team	The names of the EPA or EFC team members that conducted the sanitary survey.
Water System Contact	Is the name of the person at the water system to call about updating the status of the milestones
WS Contact Phone Number	The phone number of the person named above
Tracked By	The name of the person at R6 who is tracking these milestones
Sanitary Survey Information	This is a section that contains information that pertains to milestones associated with a sanitary survey. All of these Sections are labeled with gray cells. If the milestones are all from sources other than sanitary surveys this section would be left blank.
Source Water Type	Milestones are tracked differently for surface (and GUDI) and GW systems. The GW systems have 120 days to fix deficiencies (or have a corrective action schedule) but the SW (and GUDI) systems just have 45 days to fix things or get on a corrective action schedule.
Sanitary Survey Date	The date the field work was conducted that was used in the sanitary survey report.
Milestone number	A sequential number set by the spreadsheet to help track the milestones.
Date Milestone Designated	The date the system was notified of the milestone. For sanitary surveys we usually assume 5 days after the mail date.
Due Date	The date by which the milestone must be completed. If a new corrective action plan is approved, you would change this date. Note...If the due date is a date before today's date the cell will appear purple with purple font.
Status	<p>Pick the status from the drop down list. Depending on the status of the milestone, the cell color and font color will change as follows:</p> <p>Complete= Dark green font and light green cell background</p> <p>Due= Dark blue font and light blue cell background</p> <p>Past Due=Dark red font and light red cell background</p> <p>On Approved Schedule= Dark blue font and light blue cell background</p>
Milestone Origin	Enter a code for the origin of the milestone. SS = sanitary survey, OC= Order on Consent, EX= Exemption
Milestone Description	A description of the milestone. It can be copy/pasted from the sanitary survey report, Order, etc.
Response	Documentation of what actions the system has taken on the milestone. It can include information from emails, letters, phone calls, site visits, etc.
Reminder Tracking	The information in the Reminder Tracking worksheet is generated by the spreadsheet. It is intended to give estimates of dates when email reminders and phone call reminders are due.

Milestone Tracking Spreadsheet

PWS ID:	63568423	System Name:	Cochiti Pueblo/Cochiti Lake Water System			
Today's Date:	11/15/2017	Last Edit Date:				
Sanitary Survey Team		Davis, Waite				
Water System Contact:	Pete Trujillo	WS Contact Phone Number:	505-465-2244o, 505-401-4881c	Tracked By:		Bill Hurlbut
Sanitary Survey Information						
Source Water Type:				Sanitary Survey Date:		
Milestone Number	Date Milestone Designated	Due Date	Status	Milestone Origin	Milestone Description	Response
1	6/18/2012	2/15/2013	Due	Ss	The foot valve at the main well is not working.	Will fix.
2	6/18/2012	2/15/2013	Due	Ss	There is no check valve at the main well.	Check valve not working.
3	6/18/2012	2/15/2013	Complete	Ss	There is no raw water sampling tap at the main well.	Done. Need pics.
4	6/18/2012	2/15/2013	Due	Ss	The main well does not have a blow off.	Need to.
5	6/18/2012	2/15/2013	Complete	Ss	The air relief valve at the main well is not pointed down.	Done. Need pics.
6	6/18/2012	2/15/2013	Due	Ss	The main well casing does not extend at least 18 inches above the ground.	Needs extension. Needs funding.
7	6/18/2012	2/15/2013	Due	Ss	There is no discharge pressure gauge.	Needs.
8	6/18/2012	2/15/2013	Due	Ss	The Golf Course(GC) well has never been analyzed for chemical content.	Check on it.
9	6/18/2012	2/15/2013	Due	Ss	There is no check valve at the GC well.	Needs.

10	6/18/2012	2/15/2013	Due	Ss	The well head is not sealed at the GC well.	Will fix.
11	6/18/2012	2/15/2013	Due	Ss	There is no blowoff at the GC well.	Needs.
12	6/18/2012	2/15/2013	Due	Ss	There is no pressure gauge at the GC well.	Needs.
13	6/18/2012	2/15/2013	Due	Ss	There is a hole in the casing of the GC well.	Will fix.
14	6/18/2012	2/15/2013	Due	Ss	The arv at the GC well is below the floor and is not screened.	Will fix.
15	6/18/2012	2/15/2013	Due	Ss	There are gaps between the casing and the well pad the GC well.	Will fix.
16	6/18/2012	2/15/2013	Due	Ss	The isolation valve is broken and the clay valve is being used as an isolation valve.	Will fix.
17	6/18/2012	2/15/2013	Due	Ss	There is no raw water sample tap.	Will fix.
18	6/18/2012	2/15/2013	Due	Ss	The MIOX dosage cannot be controlled with the pump arrangement.	Will fix.
19	6/18/2012	2/15/2013	Due	Ss	There is a cross connection where the MIOX make up water line connects with the raw water.	Will fix.
20	6/18/2012	2/15/2013	Due	Ss	The backup booster pump cannot be used without causing significant water leaks.	Will fix.
21	6/18/2012	2/15/2013	Due	Ss	The downstream pressure gauge at the backup booster pump is not working.	Will fix.
22	6/18/2012	2/15/2013	Due	Ss	There are not screens on the arvs at either of the booster pumps.	Will fix.
23	6/18/2012	2/15/2013	Due	Ss	The overflow at storage tank 1 is screened but not with 24 mesh.	Will fix.
24	6/18/2012	2/15/2013	Due	Ss	The overflow is not 12 to 24 inches from the ground.	Will fix.
25	6/18/2012	2/15/2013	Due	Ss	The conduit for the sight level gauge is not sealed.	Will fix.
26	6/18/2012	2/15/2013	Due	Ss	Storage tank 1 has external pitted corrosion and needs painting, cleaning, and inspection.	Quote from tank cleaning co in Colo.

27	6/18/2012	2/15/2013	Complete	Ss	The altitude valve at tank 2 is not working and is routinely overflowing.	Done. Need pics.
28	6/18/2012	2/15/2013	Complete	Ss	There is no lock on the hatch of tank 2.	Done. Need pics.
29	6/18/2012	2/15/2013	Due	Ss	The overflow is not 12 to 24 inches from the ground.	Will fix.
30	6/18/2012	2/15/2013	Complete	Ss	The overflow at tank 2 is not screened with 24 mesh.	Done. Need pics.
31	6/18/2012	2/15/2013	Due	Ss	Inadequate security at tank 2.	Will fix.
32	6/18/2012	2/15/2013	Due	Ss	Tank 2 needs cleaning, inspection, and painting.	Quote from tank cleaning co in Colo.
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						







Milestone Tracking Spreadsheet

PWS ID:	63568423	System Name:	Cochiti Pueblo/Cochiti Lake Water System	Today's Date:	11/15/2017	Last Edit Date:	
Milestone Number	Milestone Origin	Date Milestone Designated	Milestone Description	Due Date	Email Reminder Date	Phone Call Reminder Date	
1	Ss	6/18/2012	The foot valve at the main well is not working.	2/15/2013	1/16/2013	1/31/2013	
2	Ss	6/18/2012	There is no check valve at the main well.	2/15/2013	1/16/2013	1/31/2013	
3	Ss	6/18/2012	There is no raw water sampling tap at the main	2/15/2013	1/16/2013	1/31/2013	
4	Ss	6/18/2012	The main well does not have a blow off.	2/15/2013	1/16/2013	1/31/2013	
5	Ss	6/18/2012	The air relief valve at the main well is not	2/15/2013	1/16/2013	1/31/2013	
6	Ss	6/18/2012	The main well casing does not extend at least	2/15/2013	1/16/2013	1/31/2013	
7	Ss	6/18/2012	There is no discharge pressure gauge.	2/15/2013	1/16/2013	1/31/2013	
8	Ss	6/18/2012	The Golf Course(GC) well has never been	2/15/2013	1/16/2013	1/31/2013	
9	Ss	6/18/2012	There is no check valve at the GC well.	2/15/2013	1/16/2013	1/31/2013	
10	Ss	6/18/2012	The well head is not sealed at the GC well.	2/15/2013	1/16/2013	1/31/2013	
11	Ss	6/18/2012	There is no blowoff at the GC well.	2/15/2013	1/16/2013	1/31/2013	
12	Ss	6/18/2012	There is no pressure gauge at the GC well.	2/15/2013	1/16/2013	1/31/2013	
13	Ss	6/18/2012	There is a hole in the casing of the GC well.	2/15/2013	1/16/2013	1/31/2013	
14	Ss	6/18/2012	The arv at the GC well is below the floor and is	2/15/2013	1/16/2013	1/31/2013	
15	Ss	6/18/2012	There are gaps between the casing and the well	2/15/2013	1/16/2013	1/31/2013	
16	Ss	6/18/2012	The isolation valve is broken and the clay valve	2/15/2013	1/16/2013	1/31/2013	
17	Ss	6/18/2012	There is no raw water sample tap.	2/15/2013	1/16/2013	1/31/2013	
18	Ss	6/18/2012	The MIOX dosage cannot be controlled with the	2/15/2013	1/16/2013	1/31/2013	
19	Ss	6/18/2012	There is a cross connection where the MIOX	2/15/2013	1/16/2013	1/31/2013	
20	Ss	6/18/2012	The backup booster pump cannot be used	2/15/2013	1/16/2013	1/31/2013	
21	Ss	6/18/2012	The downstream pressure gauge at the backup	2/15/2013	1/16/2013	1/31/2013	
22	Ss	6/18/2012	There are not screens on the arvs at either of	2/15/2013	1/16/2013	1/31/2013	
23	Ss	6/18/2012	The overflow at storage tank 1 is screened but	2/15/2013	1/16/2013	1/31/2013	
24	Ss	6/18/2012	The overflow is not 12 to 24 inches from the	2/15/2013	1/16/2013	1/31/2013	
25	Ss	6/18/2012	The conduit for the sight level gauge is not	2/15/2013	1/16/2013	1/31/2013	
26	Ss	6/18/2012	Storage tank 1 has external pitted corrosion	2/15/2013	1/16/2013	1/31/2013	

27	Ss	6/18/2012	The altitude valve at tank 2 is not working and	2/15/2013	1/16/2013	1/31/2013
28	Ss	6/18/2012	There is no lock on the hatch of tank 2.	2/15/2013	1/16/2013	1/31/2013
29	Ss	6/18/2012	The overflow is not 12 to 24 inches from the	2/15/2013	1/16/2013	1/31/2013
30	Ss	6/18/2012	The overflow at tank 2 is not screened with 24	2/15/2013	1/16/2013	1/31/2013
31	Ss	6/18/2012	Inadequate security at tank 2.	2/15/2013	1/16/2013	1/31/2013
32	Ss	6/18/2012	Tank 2 needs cleaning, inspection, and painting.	2/15/2013	1/16/2013	1/31/2013
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						

Complete
Due
Past Due
Schedule

Y
N